

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 26, 2018

Closing Date: February 5, 2018

**PARALEGAL
Civil Division, Defensive Litigation Unit, New Castle County**

Job Responsibilities and Duties:

This paralegal will provide general paralegal support to Deputy Attorneys General in the Civil Division, Defensive Litigation Unit, primarily the Deputy assigned to represent the Insurance Coverage Office who maintains a high-volume of automobile and tort cases. Responsibilities will include conducting, preparing and propounding discovery, conducting legal research, drafting and writing. Paralegal will prepare and file legal documents relating to defensive litigation and prepare the necessary supporting documents required by law. Paralegal will prepare and maintain litigation case files, including filing of pleadings, motions, and discovery, in preparation for pre-trial, trial, and post-trial litigation matters. Paralegal will also provide assistance with hearings and trials and will prepare and maintain court scheduling lists and court dockets and other related duties as may be assigned. This paralegal will set up and maintains files, drafts correspondence, prepares routine pleadings and motions, and other legal documents, and manages the Deputy Attorney General's calendar in addition to managing a heavy mail volume and responsible for scheduling depositions.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/> OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.